Overview of Performance Report for Grants and Cooperative Agreements

Behavioral Health Workforce Education and Training

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration
Bureau of Health Workforce

Grant Purpose - Setup

The Grant Purpose Setup form captures information about the types of activities conducted by grantees of multipurpose or hybrid programs during the reporting period. Please select the type(s) of activity(ies) that were conducted during the reporting period with BHW funds and then click 'Save and Validate'. Also, if you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.



Note(s):

Selections on this form affect all subsequent forms. If you are unsure about which options to select, please refer to the instruction manual and/or contact your Government Project Officer.

Grant Purpose	Select
BHWET-1: Professional Track- Add to existing, expand, and/or foster the development of (a) pre-degree internships for psychology	\boxtimes
doctoral students (PhD/PsyD), or (b) field placement/practicum slots for graduate-level behavioral health students	
BHWET-2: Paraprofessional Track- Add to existing, expand, and/or foster the development of paraprofessional certificate programs for students in behavioral health training programs	×
BHWET-3: Curriculum Development and Enhancement	⊠

Training Program - Setup

The Training Program Setup form captures general information about the types of training programs that were supported with BHW funds during the reporting period. Please complete this setup page for each training program that was offered during the reporting period and was supported with BHW funds. Enter each training program separately by selecting from the drop-down menu under the 'Add Training Program' section. Once selected, click the 'Load Program Details' button and complete the remaining follow-up question(s) related to your selection. Once you have answered all follow-up questions, click on 'Add Record' to save your entry. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".



You must enter each training program that was supported with BHW funds separately. Do not include any information about faculty development or continuing education offerings in this form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer.

* Add Training Program		
Select Type of Training Program Offered	Select One	V
	Degree/Diploma/Certificate Acad	emic Training Program (Certificate)
(Click the 'Load Program Details' button after selecting your training program)	Internship Program	
(c	Practicum/Field Placement Progra	am
		Load Program Details
For a Degree/Diploma/Certificate Program, Select Type of Degree Offered	Single Select	
For a Degree/Diploma/Certificate Program, Select Primary Focus Area		
υ το	Single Select	
For a Degree/Diploma/Certificate Program, Select Delivery Mode used to Offer Program		1
Tot a Degree/Diploma/Certificate Program, Select Delivery Wode used to Other Program	Single Select	
For a Fellowship, Residency, Practicum/Field Placement, Internship or 1-year Retraining		
	Single Select	
Program, Select the Primary Discipline of Individuals Trained		
Add Record		

No.	Record Status	Training Program (1)	Select Training Activity Status in the Current Reporting Period (2)	Option(s)
1	New Record	Degree/Diploma Certificate Student - Paraprofessional - Peer Paraprofessional	Active	Delete
2	New Record	Internship Student - Graduate - Psychology	Active	Delete
3	New Record	Practicum/ Field Placement Student - Graduate - Social Work	Active	Delete

PC: Program Characteristics

PC-1: Program Characteristics - Degree/Diploma/Certificate Training Programs

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

Note(s):

The PC-1 subform collects information specific to Degree/Diploma/Certificate Training Programs only. Only grantees offering certificate programs for students in the paraprofessional track will complete PC-1 (Grant Purpose BHWET-2).

PC-1	PC-4	PC-7
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N	No. Record Type of Training Type of Status Program Degree Offered			Primary Focus Area	Select Delivery Mode Used to Offer	Select Type(s) of Partners/Consortia Used to Offer this Training	Enter Total # Enrolled (whether funded by BHW or not)			Graduated (whether fu	Total # /Completed nded by BHW not)	Enter Total # Program Completion funded by B	Before (whether HW or not)
					Program		Total URM Disadvantaged Background and not URM		Total	URM	Total	URM	
		(1) Block 1	(2) Block 1j	(3) Block 1k	(4) Block 1k.1	(6) Block 2	(7) Block 3	(8) Block 3a	(9) Block 3b	(10) Block 8	(11) Block 8a	(12) Block 9	(13) Block 9a
1	Prior Record	Degree/Diploma Certificate Student - Paraprofessional - Peer Paraprofessional	Certificate	Student - Paraprofessional- Peer Paraprofessional									

PC-4: Program Characteristics – Internship Programs

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".



The PC-4 subform collects information specific to Internship Programs only. Only grantees offering internship programs for students in the professional track will complete PC-4 (Grant Purpose BHWET-1).

PC-1	PC-4	PC-7
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<u>View Prior Period</u> Data

No.	Record Status	Type of Training Program	Primary Discipline of Individuals Trained	Select Type(s) of Partners/Consortia Used to Offer this Training	Enter Total # Enrolled (whether funded by BHW or not)				Total # /Completed d by BHW or not)	Enter Total # Who left the Program Before Completion (whether funded by BHW or not)		
					Total	Total URM Disadvantaged Background and not URM		Total	URM	Total	URM	
		(1) Block 1	(2) Block 1l	(3) Block 2	(4) Block 3	(5) Block 3a	(6) Block 3b	(7) Block 8	(8) Block 8a	(9) Block 9	(10) Block 9a	
1	Prior Record	Internship Student - Graduate - Psychology	Student - Graduate - Psychology									

PC-7: Program Characteristics - Practica and Field Placements

The Program Characteristics (PC) subforms are designed to collect additional information about training programs that were offered during the reporting period and were supported with BHW funds. Each of the subforms corresponds to a different type of training program. Please complete the required subforms for each program that was entered in the Training Program Setup form. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".



Note: The PC-7 subform collects information specific to Practicum and Field Placement Programs only. Only grantees offering practica/field placement programs for students in the professional track will complete PC-7 (Grant Purpose BHWET-1).

PC-1 PC-4 PC-7

No.	Record Status	Type of Training Program	Primary Discipline of Individuals Trained	Select Type(s) of Partners/Consortia Used to Offer this Training	(whether funded by BHW or not)			Enter Total # Graduated/Con (whether funde not)		Enter Total # Who left the Program Before Completion (whether funded by BHW or not)		
					Total URM Disadvantaged Background and not URM		Total	URM	Total	URM		
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
		Block 1	Block 1I	Block 2	Block 3	Block 3a	Block 3b	Block 8	Block 8a	Block 9	Block 9a	
1	New Record	Practicum/ Field Placement	Student - Graduate - Social Work									
		Student - Graduate - Social										
		Work										

IND-GEN: Individual Characteristics

The IND-GEN form captures individual-level information about students, faculty, or other types of awardees who either received direct financial support (e.g., loans, loan repayment, scholarships, or stipends) through a HRSA grant or participated in specific types of HRSA-supported training. Please complete this form in its entirety. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

* Do you have either a) students, trainees or faculty who received direct financial support (e.g., scholarships, stipends, loans, loan repayment) from a HRSA-funded grant OR b) updates to provide for students or trainees who received direct financial support in a previous reporting period? **YES**

Yes	(complete IND-GEN)	No	(click Save and Validate button to proceed to the next form)

<u>View Prior Period Data</u>

No	. Record	Type of	Trainee	Select	Select	Select	Select	Enter In	ndividual's Fi	nancial Awar	d Amount (Bl	HW funds only)						
	Status	Training	Unique	Individual's	Individual's	Individual's	Individual's	Individual's	Individual's	Whether	Whether	Individual's	Whether					
		Program	ID	Training or	Enrollment /	Sex	Age Group	Ethnicity	Race	Individual is	Individual is	Veteran	Individual	Stipend	Tuition,	Current	Academic	Cumulative
				Awardee	Employment					from a	from a	Status	Received		Fees, and	Reporting	Year Total	BHW Financial
				Category	Status					Rural	Disadvantaged		BHW		Supplies	Period		Award Total
										Residential	Background		Financial			Total		
										Background			Award?					
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(13a)	(21a)	(21b)	(21c)
			Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 10	Block 11	Block 11	Block 11	Block 11	Block 11	Block 11
1	NI.	La La casala da																
1	New	Internship																
	Record	Student -																
		Graduate -																
		Psychology																

Enter # of	Select	Select	Training in a Pri	mary Care	Training in	Training in a Medically		n a Rural Area	Select Whether	Select Whether	Select Degree	Select Individual's
Academic Years	Individual's	Individual's	Setting	3	Underse	erved Area			Individual Left the	Individual	Earned	Post-Graduation/
the Individual	Academic or	Primary	Select Whether	Enter # of	Select Whether	Enter # of Contact	Select Whether	Enter # of Contact	Program Before	Graduated/		Completion
has Received	Training Year	Discipline	Individual	Contact	Individual	Hours	Individual	Hours	Completion	Completed the		Intentions
BHW Funding			Received	Hours	Received		Received			Program		
			Training		Training		Training					
(22)	(26)	(27)	(28)	(29)	(31)	(32)	(33)	(34)	(36)	(37)	(38)	(39)
Block 12	Block 15	Block 16	Block 17	Block 17a	Block 18	Block 18a	Block 19	Block 19a	Block 21	Block 22	Block 22a	Block 22b

INDGEN-GPC: Prior Period Graduates

The INDGEN-GPC form is a read-only log of individuals who completed a HRSA-supported training program within the past 6 months. This form is read-only and no action is required other than clicking on 'Save and Validate'. Individuals listed below will be automatically moved to the INDGEN-PY table in the next reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.

No.	Record	Type of Training	Trainee	Select	Select	Select Degree	Select						
	Status	Program	Unique ID	Individual's	Individual's	Individual's	Individual's	Individual's	Individual's	Whether	Whether	Earned	Individual's
				Training or	Enrollment /	Sex	Age Group	Ethnicity	Race	Individual is	Individual is		Post-
				Awardee	Employment					from a	from a		Graduation/
				Category	Status					Rural	Disadvantaged		Completion
										Residential	Background		Intentions
										Background			
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
			Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 22a	Block 22b
1	Prior	Internship											
	Record	Student -											
		Graduate -											
		Psychology											

INDGEN-PY: Individual Prior Year

The INDGEN-PY subform captures 1-year follow-up information about individuals who received direct financial support (e.g., loans, loan repayment, scholarships, or stipends) through a HRSA grant or participated in specific types of HRSA-supported training programs and have since graduated or completed their training. Please complete this form for each individual listed below. If you have any questions about how to complete this form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.

No.	Record	Type of	Trainee	Select	Select	Select	Select	Select	Select	Select	Select Whether	Select Degree	Select	Select whether status/	Select
	Status	Training	Unique	Individual	Individual's	Individual'	Individual's	Individual's	Individual	Whether	Individual is	Earned	Individual's Post-	employment data are	Individual's
		Program	ID	's Training	Enrollment /	s Sex	Age Group	Ethnicity	's Race	Individual is	from a		Graduation/	available for the	Current
				or	Employment					from a Rural	Disadvantaged		Completion	individual 1-year post	Training/
				Awardee	Status					Residential	Background		Intentions	graduation/	Employment
				Category						Background				completion	Status
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
			Block 1	Block 2	Block 3	Block 4	Block 5	Block 6	Block 7	Block 8	Block 9	Block 22a	Block 22b	Block 23	Block 23a
1	Prior	Internship													
	Record	Student -													
		Graduate -													
		Psychology													

EXP: Experiential Characteristics

EXP-1: Training Site Setup

The EXP-1 Setup form captures information about the names of sites used by grantees to provide trainees with clinical or experiential training. Please enter each site used separately by typing in a site's name and clicking the 'Add Record' button. Please complete this setup form for each training site used. If you have any questions about how to complete this setup form, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about sites used in a prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

EXP-1	EXP-2	EXP-3	
View Prior Period Data			
* Add Site			
Enter the Site's Name		T	extbox, 200 characters
Add Record			

No.	Record Status	Site Name Select Whether the Site was Used in the Current Reporting Period			
		(1) Block 1	(2)		
1	New Record	Site Name 1	Yes	Delete	
2	New Record	Site Name 2	Yes	Delete	
3	New Record	Site Name 3	Yes	Delete	

EXP-2: Training Site Characteristics

The EXP-2 subform collects general information about each site that was entered in the EXP-1 Setup form. Please complete this subform for each training site listed below. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about sites used in a prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

	EXP-1	EXP-2		E	KP-3					
View Pr	ior Period Data									
No.	Record	Type of	Site	e Name	Select Type	of	Select Type of	Select Type(s) of	Select Type(s) of	Option(s)
	Status	Training			Site Used		Setting Where	Partners/Consortia	Vulnerable	
		Program					the Site was	used to Offer Training	Population	
							Located	at this Site	Served at this Site	
		(1)		(2)	(3)		(4)	(5)	(7)	
			Bl	lock 1	Block 1a		Block 2	Block 5	Block 4	
1	Prior Record	Internship	Site N	lame 1						Delete
		Student -								
		Graduate -								
		Psychology								

EXP-3: Experiential Characteristics - Trainees by Profession/Discipline

The EXP-3 subform collects information about the profession and discipline of individuals trained at each site that was entered in the EXP-1 Setup form. Please complete this subform for each site listed below. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen.



Individuals reported in block 3 should be those captured in INDGEN. Individuals reported in block 8 should be other interprofessional team members who were NOT captured in INDGEN.

EXP-1	EXP-2	EXP-3
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Design note: Following table will be implemented in embedded Excel format.

No.	Type of Training Program	Site Name Select Profession and Discipline of Individuals Trained		Enter # Trained in this Profession and Discipline	Enter # of Other Trainees in this Profession and Discipline Who Participated in Interprofessional Team-based care	Option(s)
	(1)	(2) Block 1	(3) Block 3	(4) Block 3	(5) Block 8	
1	Internship Student - Graduate - Psychology	Site Name 1				Delete

CDE: Course and Training Activity Development and Enhancement

CDE-1: Course Development and Enhancement - Course Information

The CDE-1 subform captures information about courses or other training activities that have been developed or enhanced by grantees using BHW funds during their project period. Please complete an entry for each course or other training activity that was developed or enhanced. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".



* Add Course		
Enter the Name of the Course of Training Activity that was Developed or Enhanced	(text 200 chars)	
Add Record		

No.	Record	Name of	Select Type of Course	Select whether Course or	Select Status of	For Cour	ses or Training	Enter the	Select Delivery Mode	Enter Site Name from	Option(s)
	Status	Course or	or Training Activity	Training Activity was Newly	Development or	Activities In	plemented, Enter	Curriculum the	Used to Offer this	EXP-1 Where	
		Training		Developed or Enhanced	Enhancements	Academ	ic Year of First	Course or	Course or Training	Implemented	
		Activity				Impl	ementation	Training Activity	Activity		
						From Year	To Year	is Associated			
								With			
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
		Block 1	Block 2	Block 3	Block 4	Block 4a	Block 4a	Block 5	Block 6		
1	Prior	Course 1									Delete
	Record										

CDE-1a: Course Development and Enhancement - Log of Courses/Training Activities Implemented

The CDE-1a subform stores a running log of courses or training activities that were developed or enhanced using BHW funds and have been implemented in a prior reporting period. Information regarding each course or training activity that was developed or enhanced using BHW and implemented in a prior reporting period has been auto-populated from the CDE-1 table. Please complete this subform regarding the continued use of each course or training activity in your institution. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

	CDE-1	CDE-1a	CDE-2										
Vie	v Prior Period Data												
No	. Record	Name of	Select Type of Course	Select whether Course or	Select Status of	For Cour	ses or Training	Enter the	Select Delivery Mode	Select Whether the	Enter Site Name		
	Status	Course or	or Training Activity	Training Activity was Newly	Development or	Activities Implemented, Enter		Curriculum the	Used to Offer this	Course or Training	from EXP-1 Where		
		Training		Developed or Enhanced	Enhancements	Academic Year of First		Course or	Course or Training	Activity was Offered in	Implemented		
		Activity		Imple	ementation	Training Activity	Activity	the Current Reporting					
						From Year	To Year	is Associated		Period			
								With					
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		
		Block 1	Block 2	Block 3	Block 4	Block 4a	Block 4a	Block 5	Block 6				
	1 Prior Record	Course 1											

CDE-2: Course Development and Enhancement - Trainees by Profession/Discipline

The CDE-2 subform captures information about individuals who participated in courses or other types of training activities that were developed or enhanced using BHW funds. Please complete this subform for each type of course or training activity that was developed or enhanced using BHW funds and has been implemented either in the current or in a previous academic year. If you have any questions about how to complete this subform, please refer to the instruction manual and/or contact your Government Project Officer. If you wish to view data that were submitted in the prior reporting period, click on the 'View Prior Period Data' link and a read-only version of your most recent prior performance report will pop-up in a new screen. Also, records about ongoing training programs or activities from the prior reporting period will auto-populate into this form and are identified as 'Prior Records' under the column labeled "Record Status".

CDE-1	CDE-1a	CDE-2
View Prior Period Data	<u>a</u>	
* Add Profession/Di	scipline	
Name of Course or T	raining Activity	
_		
Profession and Disci	pline of Individuals Trair	ned (Multi-Select)
Add Record		

No.	Name of Course or Training	Profession and Discipline of	Enter # Trained in this Profession	Option(s)
	Activity	Individuals Trained	and Discipline	
	(1)	(2)	(3)	
	Block 1	Block 7	Block 7	
1	Course 1			Delete